

**JOHN F. KENNEDY ASSASSINATION  
UNITED STATES SECRET SERVICE REPORTS**

**Secret Service Report**

**Agent Carswell Letter of Oct 16, 1964 Re: White House Manual Nov 22, 1963**

**BACM RESEARCH**

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1550

— Secret Service White House Manual  
in Effect November 22, 1963 —

5788.

GENERAL SERVICES ADMINISTRATION ROUTING SLIP														
TO	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10			
NAME AND/OR SYMBOL											BUILDING, ROOM, ETC.			
1.	<i>Mr. Fortin</i>													
2.	<i>Fate</i>													
3.	<i>Anthony for CA No.</i>													
4.	<i>Fate</i>													
5.	<i>Mr. Goldberg &amp; To Files</i>													
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> ALLOTMENT SYMBOL  <input type="checkbox"/> APPROVAL  <input type="checkbox"/> AS REQUESTED  <input type="checkbox"/> CONCURRENCE  <input type="checkbox"/> CORRECTION  <input type="checkbox"/> FILING  <input type="checkbox"/> FULL REPORT  <input type="checkbox"/> ANSWER OR ACKNOWLEDGE ON OR BEFORE _____  <input type="checkbox"/> PREPARE REPLY FOR THE SIGNATURE OF _____ </div> <div style="width: 30%;"> <input type="checkbox"/> HANDLE DIRECT  <input type="checkbox"/> IMMEDIATE ACTION  <input type="checkbox"/> INITIALS  <input type="checkbox"/> NECESSARY ACTION  <input type="checkbox"/> NOTE AND RETURN  <input type="checkbox"/> PER OUR CONVERSATION  <input type="checkbox"/> PER TELEPHONE CONVERSATION </div> <div style="width: 30%;"> <input type="checkbox"/> READ AND DESTROY  <input type="checkbox"/> RECOMMENDATION  <input type="checkbox"/> SEE ME  <input type="checkbox"/> SIGNATURE  <input type="checkbox"/> YOUR COMMENT  <input type="checkbox"/> YOUR INFORMATION </div> </div>														
REMARKS  <p style="font-size: 1.2em;">This contradicts Lawrence's statements in Havana.</p> <p style="font-size: 1.2em;">I note this but thought that it should be in our files as soon as I learned of it after the report was sent.</p>														
FROM	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10			
NAME AND/OR SYMBOL											BUILDING, ROOM, ETC.			
<i>to Goldberg</i>														
											TELEPHONE		DATE	
													<i>11-5-64</i>	



OFFICE OF THE SECRETARY OF THE TREASURY  
WASHINGTON

GA 1

T-2-10-1

October 16, 1964

PP

Dear Mr. Rankin:

I am enclosing herewith a copy of the Secret Service White House manual in effect on November 22, 1963. The manual contains information concerning Secret Service advance procedures and is submitted to complete the files of the Commission in connection with the comments at the bottom of page 445 and the top of page 446 of the Commission's Report.

see  
Concerning  
15-5-2

Sincerely yours,

Robert Carswell  
Special Assistant  
to the Secretary

Mr. J. Lee Rankin  
General Counsel  
President's Commission on the  
Assassination of President Kennedy  
200 Maryland Avenue, N. E.  
Washington, D. C.

Enclosure



White House  
Detail



PRESIDENT'S ATTENDANCE AT NATIONAL PRESBYTERIAN CHURCH

In the event the President is to attend Church Services at the National Presbyterian Church, the following persons should be called:

Chief

Assistant Chief, Security

SAIC or ASAC - White House Detail

SAIC or ASAC - Office 1-15

SS Agents at White House Garage

White House Police

Ushers' Office

White House Signal Corps - for code

Metropolitan Police - If word is received between 8:00 a.m. - 5:00 p.m. Monday through Friday that the President will attend Church, Chief Murray's Office should be notified. They will notify the Detective Bureau and 3rd Precinct. If word is received after the above specified hours, the Agent in Charge of the Shift will call the Officer in Command, Communications and Record Bureau, Headquarters, telephone: National 8-4000, ext 228. For other advance arrangements in Washington, the Advance Agent will follow the same above procedure.

Metropolitan Fire Dept.

If word is received between 8:00 a.m. - 4:30 p.m. Monday through Friday, excluding holidays, that the President will attend Church, Chief Henry A. Galetta at the Training School should be notified. In the event he is not in, the man in charge at that time should be notified. After the specified hours, the Deputy Chief should be notified - telephone, EObart 2-1762. If the Deputy Chief cannot be reached, the Chief Operator at the Fire Dept., Communication Center, should be notified. For other advance arrangements in Washington, the Advance Agent will follow the same above procedure.

File No. \_\_\_\_\_

PROTECTIVE SURVEY REPORT

Re: The President's visit to  
(describe event - where, when)

Mr. U. E. Baughman  
Chief, U. S. Secret Service  
Washington, D. C.

Sir:

I. INTRODUCTION

- a. Date and place of survey
- b. Brief description of event, date and time
- c. Approximate number and type of guests attending
- d. Mention any special dress required for occasion

\* II. ITINERARY

In chronological order for each departure and/or arrival covered by the survey report, show the following:

a. Agenda

1. Time and place of departure or arrival (residence, hotel, airport, railroad stations, etc.) and mode of transportation.
2. Names of persons in Presidential party
3. Names of persons participating in departure or arrival ceremonies, description of ceremonies, names of persons escorting President. (Names may be shown in report or furnished by list to be attached to report).
4. Give description of program (reception, dinner, presentation, entertainment, speech, etc.) and scheduled time for each feature of program.

b. Routes

Show route of travel between each point on itinerary, distance, and estimated travel time (refer to maps or diagrams, if used).



Example - Agenda

Date: 5-1-59

- 12:30 p.m. - Presidential aircraft lands at City Airport. Met by reception committee (list attached). Welcomed by Committee Chairman Paul Smith. Brief acknowledgment by President.
- 12:40 p.m. - President and party depart City Airport and motor to Municipal Auditorium.
- 12:55 p.m. - Arrive stage entrance Municipal Auditorium. Met by Mr. John Doe, Chairman of State Exposition and Mr. Richard Roe, Manager, Municipal Auditorium, who escorts the President to speaker's rostrum.
- 12:58 p.m. - Arrive rostrum.
- 1:00 p.m. - President's speech commences.

Routes

City Airport to Municipal Auditorium. East on main taxi strip to access road; south on access road to U. S. Highway 720; east on route 720 to Berle Street; south on Berle Street, etc.; east into driveway to stage entrance. (4.7 miles - estimated travel time 15 minutes).

Stage Entrance to Rostrum. From entrance directly ahead through east corridor, etc. (200 feet - estimated time 3 minutes). \*

### III. SECURITY

- a. Protective arrangements at point of departure
- b. Police escort
- c. Traffic control and security along route of travel
- d. Security at point of arrival
- e. Security at place of event
  1. Inspection for fire and other hazards
  2. Screening of waiters, entertainers, etc.  
(be sure to obtain full name, including middle initial, address, and place and date of birth to facilitate screening)
  3. Screening of guests (attach list to report)
  4. Admittance tickets, invitations, etc., if any to be used by guests (attach samples)

### IV. POST ASSIGNMENTS

- a. Post assignments listed numerically, showing names of Secret Service personnel assigned to each, number of detectives, uniformed officers, firemen, etc., at each - viz:
    24. C Street Entrance to Constitution Hall . . . Agent Smith  
1 detective  
2 uniformed officers
- Duties: (Give brief description of duties and responsibilities of post)
- b. After numerical listing, state what agent, or agents, will remain near the President at all times, those who will be assigned to Secret Service follow-up car, and name those who will have supervisory duties and areas supervised.

### V. PROTECTIVE RESEARCH

- a. Examination of protective research files and local office files
- b. Subjects to be kept under surveillance and pertinent remarks regarding each subject
- c. Information given to police and others participating in security measures.

### VI. INSTRUCTIONS TO AGENTS

- a. Time and place agents are to report for assignment
- b. Instructions as to post assignments, etc.
- c. Identification (to be used by agents and detectives)

VII. AUTOMOBILES

- a. Identify cars to be used by President and Secret Service follow-up car
- b. Name drivers of Presidential and Secret Service follow-up cars
- c. Time and place drivers to report
- d. Arrangements made for cars for members of Presidential party
- e. Car Assignments for Presidential party

VIII. PRESS AND PHOTOGRAPHERS

- a. Indicate whether event is on or off the record
- b. State whether Presidential Press Secretary has approved presence of correspondents and photographers and number
- c. State whether press and photographers to accompany Presidential motorcade
- d. Indicate restrictions on press and photographers, their location during event, whether photographs, newsreels authorized
- e. Comment on arrangements for broadcasts, if any

IX. COMMUNICATIONS

- a. Describe arrangements for maintaining means of communication, while enroute and at location of event, i.e., radio, special telephone service, etc.
- b. Show code to be used if short wave radio communication is employed

X. CONCLUSION

- a. Itemize number of personnel from each group to participate in security measures (White House Detail agents, field agents, detectives, uniformed police, military police, National Guard, firemen, etc.)
- b. Furnish the name, location, and home and office telephone numbers of the person in charge of the local office of the Food and Drug Administration, Department of Health, Education and Welfare.
- c. Name those participating in survey and those rendering assistance to this Service.
- d. Attach maps, charts, and diagrams, showing route of travel, physical description of point of departure, place of arrival, place where event will be held, post assignments, restricted areas, and other pertinent points.

- e. Supplemental report to be submitted if changes occur in plans as described

Very truly yours,

Special Agent in Charge  
Field Office

Advance Agent (Title)  
White House Detail

APPROVED:

Special Agent in Charge  
White House Detail

Attachments

AUTOMOBILES USED BY THE PRESIDENT

<u>Car No.</u>	<u>Type of Car</u>	<u>License No.</u> <u>Washington, D. C. 1959</u>
WH-100	1959 Cadillac, 7 passenger, limousine	NC-100
WH-101	1955 Cadillac, 5 passenger, limousine (top slides) back.	NC-101
h-X	1950 Lincoln, 7 passenger, convertible (Bubble top)	PB-900

CARS USED BY THE PRESIDENT WHEN ACCOMPANIED BY FIRST LADY

WH-102	1955 Chrysler, 7 passenger, limousine	NC-102
WH-103	1953 Chrysler, 7 passenger, limousine	NC-103
WH-105	1955 Chrysler, 5 passenger, limousine (top slides) (Also used as alternate for WH-101) back.	NC-105
WH-106	1953 Chrysler, 7 passenger, limousine	NC-106

CARS USED BY THE SECRET SERVICE

678-X	1956 Cadillac, 7 passenger, convertible	PB-908
679-X	1956 Cadillac, 7 passenger, convertible	PB-909
901-X	1959 Edsel, 4 door sedan (SAIC Rowley's)	PB-901
902-X	1959 Edsel, 4 door sedan (ASAIC Campion's) (used as alternate for 905-X)	PB-902
903-X	1959 Edsel, convertible (ASAIC Behn's)	PB-903
904-X	1959 Mercury, 4 door sedan ( assigned First Lady's detail)	PB-904
905-X	1959 Oldsmobile, 4 door sedan, hard top) (used for "Off the Record" movements)	PB-905
906-X	1959 Edsel, 9 passenger, station wagon	PB-906

OUT OF TOWN AND IN TOWN ADVANCES

Wherever the President attends a function at hotels, private residences, etc., certain employees who will have immediate contact with the President have to be checked by this Service. If they have not had a prior check, the following information should be obtained for the purpose of a check.

Complete full name  
Date of birth  
Place of birth  
Race  
Address

The above matter should be handled by the local Field Office representative.

## DISPLAY OF FLAGS

**Notes:** Whenever the President makes a speaking appearance in the United States, the American flag, Presidential flag and Presidential Seal will always be displayed. Except in international situations the advance man should be guided by the decision of Protocol Office, U. S. State Department.

In the event of an unusual situation in reference to the use of the American and Presidential flags which cannot be answered with the information below, the advance agent is requested to call Lt. Col. J. S. Cook, Chief of Heraldic Branch, U. S. Army at Liberty 5-6700 or Government Code 11, on extensions 52901 or 54074.

### 1. General

a. Flags are displayed in positions which will indicate the order of their precedence. The flag of the United States has precedence over all other flags. It is always displayed in the honor position. The honor position is to the right of the displayer or, in the center of a group of flags, at the highest point of the group.

b. Precedence of flags, by general category, is as follows: flag of the United States, other national flags (foreign flags), church (denominational) flag, President's flag, other personal flags.

c. Flags being displayed together should be of comparable size.

d. Ordinarily flagstuffs of the flags being displayed together will be of the same length; in no event will flagstaff of other flags be greater than those of the flag of the United States and the President's flag.

e. When two or more flags are displayed together, they may be displayed in a single group or they may be displayed singly or in one or more groups, depending on the number of flags to be displayed, physical layout of the place of display, and other varying factors. When flags are displayed in a single group, the flags are arranged in precedence in either of two ways, as follows: (1) Flag of greatest precedence to the right of all other flags, with other flags, in order of precedence, being placed inward from the far right of the display. The "right" is to be determined on the basis of the displayer.

Such a group of flags may be placed in the center of a platform, in front of, or below it, or on the side. (2) When three or more flags are displayed, the flags may be arranged so that the flag of precedence is at the center, and at a higher point than other flags; the flag of next highest precedence would be to the right of the flag of the United States (the flag of highest precedence) while the third precedence flag would be at the left of the flag in the center, etc. (3) When several flags are displayed together, the flag of highest precedence (flag of the U. S.) may be placed on an imaginary line in front of the other flags arranged in a row.

f. When the flag of the United States and another flag are displayed together from crossed staffs, as against a wall, the flag of the United States will be on the right, i.e., the flag's own right or the left of an observer facing the wall and its staff will be in front of the other flag.

g. If the President's flag is being displayed with other personal flags, each of which is accompanied by a flag of the United States, the personal flag and its accompanying flag of the United States may be considered an entity--a set of colors--and displayed together, the flag of the U. S. to the right of each personal flag.

2. Display of the flag of the United States and the President's flag when these are the only flags being displayed.

a. On a platform, stage, etc., the flag of the United States is on the right of the speaker as he faces the audience. The President's flag, on a line with the flag of the United States, is on the left of the speaker.

b. Outside, on a building:

(1) On removable flagstaffs extending at an angle from portico or windows: the flag of the United States is on the left of an observer facing the flags, with the President's flag on the observer's right. (This is on the basis that the building is displaying the flags.)

(2) On fixed flag poles on roof or portico, building, etc: same as above.

(3) On grounded fixed flag poles in front of building: the flag of the United States is on the left of the observer facing front of building with the President's flag on the observer's right. If there is only one grounded fixed flag pole, the President's flag flies immediately beneath the flag of the United States on the same pole.



3. Display of the flag of the United States, the President's flag and church flag (denominational) when these are displayed together. (Church ceremonies)

a. Carried in parade, procession, etc: Generally only two flags, the flag of the United States and the church flag, are carried abreast in an ecclesiastical procession, the flag of the United States on the right and the church flag immediately to the left facing in the direction of the line of march. In such instances, the President's flag is carried alone immediately behind the flag of the United States and the church flag. If the above three flags are carried abreast, the flag of the United States is on the right, the church flag to the left of the United States, and the President's flag to the left of the church flag facing in the direction of the line of march.

b. In chancel, on platform, stage, etc: Alternate arrangements:

(1) The flag of the United States and the President's flag (the latter to the immediate left of or directly behind the former) are on the right of the speaker (minister) as he faces the audience (congregation) and the church flag is on the left of the speaker (minister).

(2) The three flags are grouped, in the center, the flag of the United States positioned higher or in front of the church flag and the President's flag. (The church flag would be to the right of the flag of the U. S., while the President's flag would be to the left of it.) The flag of the United States is fixed in position first, then the church flag, and lastly, the President's flag.

4. Display of the flag of the United States, the President's flag, and the Vice-President's flag, when these are displayed together.

a. On platform, stage, etc., alternate arrangements:

(1) The three flags are grouped; in the center the flag of the United States positioned higher or in front of the other two flags. (The flag of the President would be to the right of the flag of the United States, while the Vice-President's flag would be to the left of it.)

(2) The flag of the United States is on the right of the speaker as he faces the audience. The President's flag and the Vice-President's flag are on the left of the speaker as he faces the audience and in line with the flag of the United States, the Vice-President's flag is to the immediate left of the President's flag.

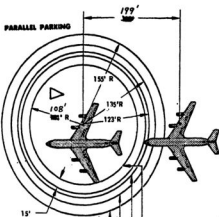
5. Display of the flag of the United States, the President's flag, and another individual's flag (e.g., cabinet member) when these are displayed together.

On platform, stage, etc.: Arrangement of flags will depend, of necessity, on number of flags and available space.

a. The flags are grouped; the flag of the United States is at the highest point with the President's flag to its right; Vice-President's flag and Secretary of State's flag are to the left of the flag of the United States.

b. The flag of the United States in front of a row of flags arranged from right to left of the displayer as follows: flags of the President, the Vice-President, the Secretary of State.

c. The flag of the United States and the President's flag to the right of the speaker as he faces the audience, the President's flag abreast and to the immediate left of the flag of the United States. On the left of the speaker as he faces the audience, the Vice-President's flag and the Secretary of State's flag, the latter abreast and immediately to the left of the former.



MODEL 707-121

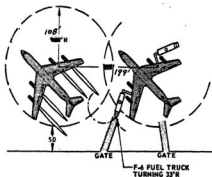
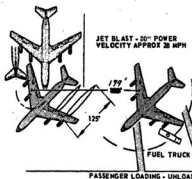
JT3 ENGINE—STANDARD DAY

TAXI THRUST

80% THRUST

VEL MPH	TEMP °F	VEL MPH	TEMP °F
15	68	30	73
18	75	50	87
20	85	64	98
37	125	116	132

▷ RADIUS OF CIRCLE PIVOT  
POINTS TO WING TIP



# TYPICAL PARKING VC-137A

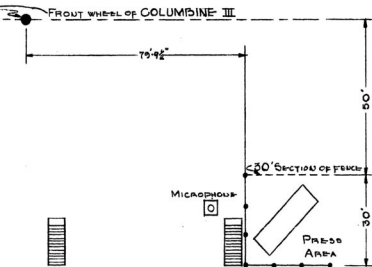
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707-1

10-1 REV B

FRAME NO. 8

BLACK PLATE

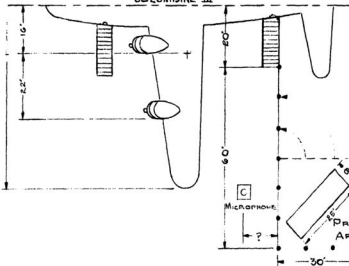


VIEW OF PRESS  
RIGHT SIDE OF F  
TO ARRIVAL O

GENERAL PUBLIC

SCALE-1"=20'

# COLUMBINE-III



ROUTINE ARRIVAL OF  
PRESIDENT OF THE U.S.

30' SECTION OF FENCE  
SWINGS AS SHOWN

TV & PHOTOGRAPHY  
FLAT BED

PRESS CARS



30' 15'

PRESIDENTIAL  
CAR

PRESIDENTIAL  
CAR

30' 15'

LEAD CAR

30' 15'

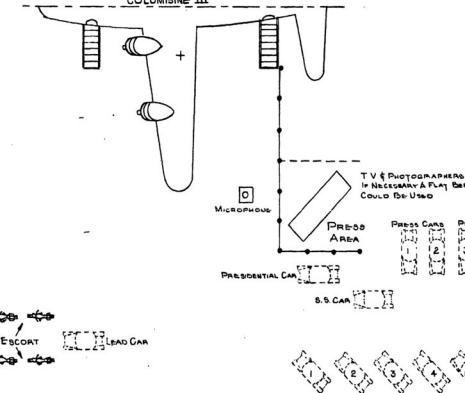


FOR DEPARTURES, SAME  
WITH MOVABLE ELEMENTS  
IN FINAL POSITION AT  
OF THE PLANS.

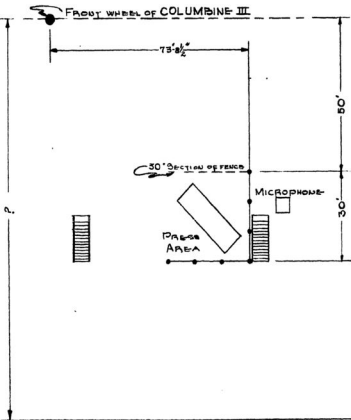
GENERAL PUBLIC

SCALE 1"=20'

# COLUMBINE III



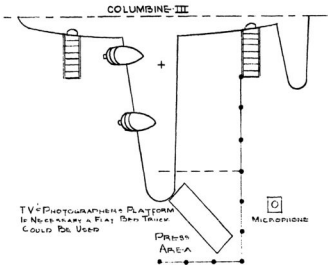
GENERAL PUBLIC



VIEW OF PRESS AREA  
LEFT SIDE OF ROAD  
TO ARRIVAL OF C

GENERAL PUBLIC

SCALE 1"=20'



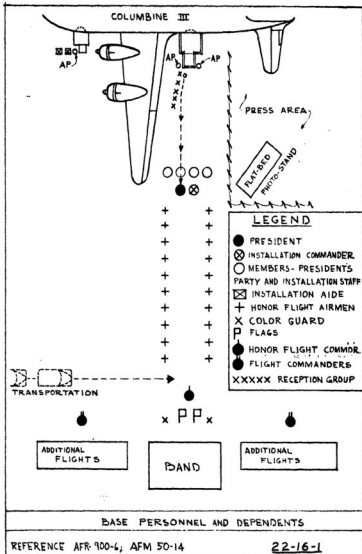
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GENERAL PUBLIC

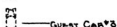
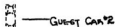
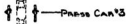
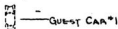
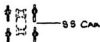
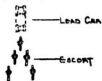
SEA

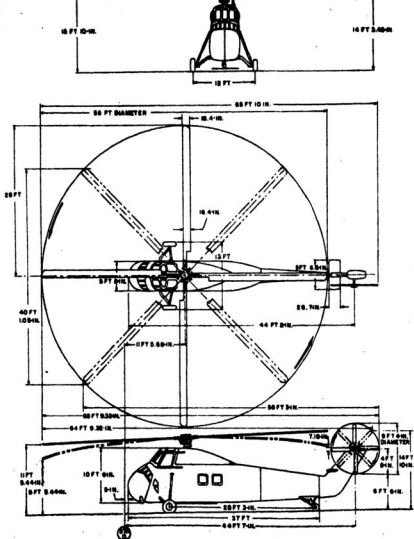


# PRESIDENT RECEIVING HONORS



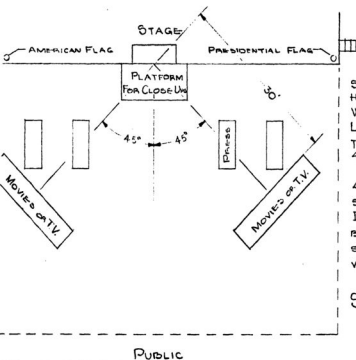
# FORMATION OF MOTORCADE WHILE IN MOTION





THREE-VIEW DIMENSIONS

HUS/H34

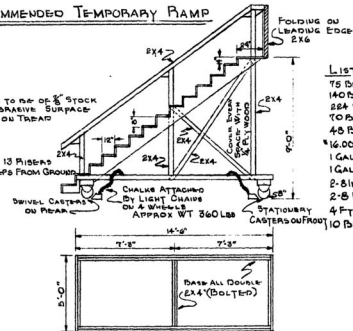


SIZE OF PHOTO'S ST.  
HEIGHT 3' HEIGHT T  
WIDTH 4' TO 6'  
LENGTH IS DETERM  
THE NUMBER OF CA  
4 FT FOR EACH MA

40' MAXIMUM DISTANCE  
STAGE  
IF POSSIBLE THE S  
BE CONSTRUCTED O  
STEEL AS NOT TO R  
VIEW OF THE AUDIE

SCALE 1"=10'

### RECOMMENDED TEMPORARY RAMP



### LIST OF MATERIALS

- 75 DD FT 2X4  
140 DD FT 2X12  
224 SQ FT 4 INCH PLYWOOD  
70 DD FT 3/8 X12  
48 DD FT 3/8 X8  
\* 16.00 MISC. NAILS, BOLTS, ETC.  
1 GAL ABRASIVE PAINT  
1 GAL STRATA BLUE PAINT  
2-8 INCH STATIONARY CASTERS  
2-8 INCH SWIVEL CASTERS  
4 FT PLUMBERS CHAIN  
70 DD FT 2X6

SCALE  $\frac{1}{4}"$

# PERSONNEL—GENERAL

\*AR 600-25

## SALUTES AND HONORS

ARMY REGULATIONS  
No. 600-25

HEADQUARTERS,  
DEPARTMENT OF THE ARMY  
WASHINGTON 25, D.C., 29 January 1959

### Section I. GENERAL

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\*These regulations supersede AR 600-25, 14 March 1956, including C 2, 4 October 1956; C 3, 10 January 1957; C 5, 27 June 1957; and C 8, 14 January 1958.  
TAGO STWB—Jas. 480483—59—1

# Section 1 GENERAL

These regulations provide general policies and procedures for the rendition of salutes and honors to individuals.

Honors to persons consist of cannon salutes, an honor or honor guard, parade or review of troops, and ruffles and flourishes, together with certain music which is played upon the band of the escort to the person being honored and as part of the parade or review of troops.

**Salutes and salutes with arms.** a. All Army personnel are required to salute at all times when they meet and persons entitled to the salute, except in public conveyances, trains and buses or in public places such as theaters, or when a salute would be manifestly inappropriate or impractical. Accompanying the rendering of the hand salute with an appropriate greeting, "Good morning, sir," is encouraged.

Salutes will be exchanged between officers (commissioned and warrant) and between officers (commissioned and warrant) and personnel. Salutes will be exchanged with personnel of the United States Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard entitled to the salute. It is customary to salute friendly foreign nations when recognized as such. Civilians may be saluted by persons in uniform when appropriate. A military uniform hat or cap will not be raised as a form of salutation. Military personnel under arms will render the salute prescribed for the weapon with which they are armed, whether or not that the saluting is prescribed as part of their equipment.

**General rules on saluting, see FM 21-13.**  
a. The flag of the United States, national color, and organizational color are never dipped by way of salute or compliment. Organizational color or standard will be dipped in salute in all ceremonies while the national anthem or "To the Color" is played, and when rendering honors to the organizational command or an individual of higher grade, but in no other case.

**Gun salutes.** a. A salute with cannon (towed, self-propelled, or tank-mounted) will be fired with a commissioned officer directing the firing.

Salutes will not be fired between retreat and reveille, on Sundays, national holidays (excluding Memorial and Independence Day), or in the discretion of the officer directing the honors, in inclement weather or the occasion requires an exception. They will be fired at the first available opportunity thereafter.

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a. The salute to the Union consists of one gun salute, the national salute and the salute to a national flag.

d. The flag of the United States, national color, and organizational color are always displayed at the time of firing a salute.

e. For cannon salutes to be rendered in honor of a person or organization.

**6. Salute to the President's flag.** When the President of the United States, aboard any vessel or craft flying the Presidential flag, passes an Army installation which is equipped with a gun, the installation commander will fire the national salute as prescribed in paragraph 35.

**7. Salutes involving vessels.** a. It is the custom of the United States to render salutes when in territorial waters of other countries to ships of war or passing near a fortification of another country.

b. It is the custom of foreign ships of war or passing near a fortification of another country to render salutes to the United States. On the completion of the salute, the United States, a salute of the same number of guns as that of the visiting vessel, promptly by the designated saluting station. In the United States Navy and foreign navies, salutes are rendered between sunrise and sunset. The United States renders salutes from firing salutes prior to 0800 hours and on international courtesy requires. Certain types of vessels and transports are not normally equipped with guns and thus do not salute. United States vessels return salutes in United States waters only when there is no fortification to do so. United States vessels do not salute foreign vessels, or the converse.

c. The salute to the flag is the only one returned. It is done promptly upon completion of the salute by the vessel, if practicable, but in no case should the salute be returned later than 24 hours. Failure to return such salutes is regarded as a lack of courtesy or lack of friendship justifying the offer of an explanation. A salute to the nation, fired upon arrival in port, or a salute fired to a flag or to a ship, shall be returned gun for gun.

d. Notice by a vessel of an intention to salute is given direct to a fort, but as giving notice in advance of a salute without it. If notice of intention to salute is given at a fort or installation other than a designated saluting station, the commanding officer will notify the designated saluting station and will inform the vessel to that effect.

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Commanders of saluting stations or other military installations directed by the Department of the Army acting upon the orders of the Department of State, participate with vessels of war in nations at peace with the United States, lying in United States ports or harbors, in celebration of their national festivities by salutes or by parading troops. In such cases the ceremonies are conducted in paragraph 14, for raising and lowering the flag of the United States, will be conducted simultaneously with those of the ship in which the celebration occurs.

**Saluting stations.** Saluting stations, for the purpose of returning salutes of foreign vessels of war in the ports and territorial waters of the United States, will be designated by letter from The Adjutant General to commanders concerned. In the event any of these designations are inactivated or placed under caretaker status thus rendering them incapable of returning salutes, or in the event that any saluting stations are manned and able to return salutes, the major or 21 Army commander will so notify The Adjutant General.

Saluting stations of the Army saluting stations are—

Jay, Governors Island, N.Y.

Monroe, Hampton Roads, Va.

Idio of San Francisco, Calif.

MacArthur, San Pedro, Calif.

Ord, Monterey, Calif.

Lewis, Tacoma, Wash.

**Holidays.** *a. General.* The public holidays established by law and in (1) through (8) below will be observed by the Army when military operations prevent.

1 January (New Year's Day)

22 February (Washington's Birthday)

30 May (Memorial Day)

4 July (Independence Day)

First Monday in September (Labor Day)

11 November (Veterans Day)

Thanksgiving Day

25 December (Christmas)

**Memorial Day.** On Memorial Day (30 May), the national flag is displayed at half-staff from reveille until noon at all Army posts. Immediately before noon the band will play an appropriate song, and at 1300 the national salute of 21 guns will be fired at all stations provided with the necessary equipment for firing. At the conclusion of the salute, the flag will be hoisted to the top of the staff and will remain so until retreat. When hoisted to the

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top of the staff, the flag will be saluted by playing patriotic music. In this manner tribute is rendered to the flag.

*c. Independence Day.* On Independence Day, 4 July, the Union of a number of guns equal to the number of States in the Union will be fired at 1300 hours at all Army posts provided with the necessary equipment for firing salutes. The Declaration of Independence.

*d. Armed Forces Day.* In addition to the observance of Armed Forces Day will be observed each year when the Army is at war.

*e. Holiday falling on Sunday.* When holidays on Sunday, the succeeding Monday will be observed. When Memorial or Independence Day occurs on a Sunday, the ceremonies or salutes commemorating these days will be held on the following day. However, when Memorial Day falls on a Sunday, the flag will be displayed at half-staff until noon on the following Monday. Honors other than salutes will be rendered on Monday.

**10. Foreign national anthems.** Whenever a foreign national anthem is played, it will be followed by the National Anthem of the United States.

## SECTION II

### PERSONAL SALUTES AND HONORS

**11. Table of honors.** *a.* The following is a list of persons entitled to honors, together with the number of guns to be fired, and the prescribed music for each:

Grade, title, or office	Number of guns		Music and other honors
	Arrival	Departure	
President.....	21	21	4
Ex-President or President-elect....	21	21	4
Sovereign or Chief of State of a foreign country or member of a reigning royal family.	21	21	4
Vice President.....	19	19	4
Speaker of the House of Representatives.	19	19	4
American or foreign ambassador, high commissioner, or other diplomatic official equal or superior to an ambassador.	19	19	4

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Grade, title, or office	Number of guests		Ruffles and flourishes	Music
	Arrived	Departure		
Prime minister or commander in chief of a foreign nation	19	-----	4	National anthem of official's country.
Secretary of Defense	19	19	4	March.
Member, President pro tempore of Senate, governor of a State, or Chief Justice of the United States	19	-----	4	Do.
Secretary of Defense	19	19	4	Do.
Chief of the Army	19	19	4	Do.
Chief of the Navy or Air Force	19	-----	4	Do.
Chief of a Territory or foreign nation within the limits of his jurisdiction	17	-----	4	Do.
Member of a Committee of Congress	17	-----	4	Do.
Secretary of Defense	17	17	4	Do.
Joint Chiefs of Staff	17	17	4	General's march.
Staff or former Chief of the United States Army; Chief of Operations; or Chief of the United States Air Force	17	17	4	Do.
Secretary of the Army	17	17	4	March.
Secretary of the Navy or the Marine Corps	17	-----	4	Do.
Secretary of the Army	17	17	4	Do.
Secretary of the Navy or the Marine Corps	17	-----	4	Do.
Chief of the Army, Fleet Admiral, or General of the Air Force	17	17	4	General's march.
Admiral	17	-----	4	Do.
Envoys or ministers and envoys or ministers accredited to the United States	15	-----	3	March.
General or vice admiral	15	-----	3	General's march.
Major or rear admiral	13	-----	2	Do.
Ministers resident and ministers resident accredited to the United States	13	-----	2	March.
Charges d'affaires and charges d'affaires accredited to the United States	11	-----	1	Do.
General or commodore	11	-----	1	General's march.
General accredited to the United States	11	-----	1	March.

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b. The music indicated in the table will be flourishes without pause.

c. Foreign military persons holding positions of Department of Defense and Department of both military and civilian, listed in a above, will receive the honors to which the equivalent United States rank is entitled regardless of actual military rank. All other foreign military persons will receive the honors due their actual rank or Army equivalent.

d. A designated representative of an official will be afforded honors based on his (the representative's) rank.

12. Reduction of frequency of ceremonial honors on the occasion of official visits to field installations. For the sake of economy and efficiency, such ceremonies as parades, motorcades, and other ceremonies which require large numbers of men and equipment will be held to a minimum when officials entitled to such honors visit military field trips. In general, full honors will be rendered to appointees and general or flag officers of the United States Establishment, for foreign dignitaries, and for foreign military persons who promote international good will.

b. Officials of the Department of the Army and the Department of the Navy will be afforded full honors, when preparing for an official visit to a field installation. The installation commander of the impending visit will include adequate advance notice, the general nature of the visit, and particular items or areas of interest to the visiting officials. The field commander of the installation will also notify the field commander that the visit is being dispensed with unless for compelling reasons the visit is being dispensed with. Visitors are encouraged to decline routine honors unless they serve a useful purpose. Officials of the Department of the Army and the Department of the Navy may be expected to practice.

c. Commanders who receive requests to omit ceremonies should be rendered, in which case the installation commander will advise the visitor. If, however, the notification is received that the visit omits a request to dispense with ceremonies, the installation commander will accord the visitor the honors prescribed in the table.

d. Normally an aide or duty officer will be present at the airport, pier, or railway terminal at which important officials are scheduled to arrive, to greet such officials. The officials will be escorted to the field commander's headquarters, if desired, and to conduct the official business of the visit.

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ing in these regulations will be construed as discouraging welcoming ceremonies when planned by appropriate authority for the objects and purposes, such as improving morale or maintaining national prestige, nor does this paragraph minimize regulations observed within the military chain of command.

**When and how rendered. a. General.**

Except in the case of the President, an ex-President, or President-elect of the United States, honors are rendered only when the persons listed in paragraph 11 are officially visiting a military installation.

Honors will not be rendered between retreat and reveille, on Sundays, or on national holidays (except Memorial and Independence Days) unless, in the discretion of the officer directing the honors, the occasion requires an exception. The person or persons will be honored at the first available opportunity thereafter.

As a rule, honors are not rendered by troops not assigned to garrison duty.

In cases where honors are to be rendered a person senior to or of the same grade as the installation commander, the latter will meet the visitor on his arrival at the entrance to the installation and will escort him to the place of exit upon his departure. If a dignitary senior to the person arriving or departing is already present, the installation commander will detail another officer to represent him. When honors are to be rendered a person junior to the installation commander, the latter may detail another officer to meet and escort the visiting person.

When two or more persons entitled to honors arrive at or depart from an installation at the same time, only the senior will receive honors. If they arrive or depart successively, honors will be paid to each in turn, except that a senior will be notified prior to the rendering of honors to a junior.

Any official or officer holding two or more positions (civil or military), any one of which entitles him to honors, will receive only the honors due the highest grade. In no event will the same person be honored in more than one capacity.

**Non salutes to persons.**

The time interval between rounds in a cannon salute will be two seconds except—

When honors are rendered at funerals (sec. IV).

When such interval is in conflict with prescribed safety regulations for the type cannon employed.

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(e) When such interval is not feasible because of ammunition and material, number of gun crews, atmospheric conditions, or local limitations.

(2) As a rule, the firing of a salute will be by a person entitled to it enters the installation. The salute is entitled to a salute on departing, the last round will be fired as he leaves the installation.

(3) Cannon salutes generally will be rendered by officials of four-star or equivalent grade. Cannon salutes for officers and officials of lower grade equivalent grade may be rendered on special occasions so ordered by the major commander of the Department of the Army acting in accordance with the request of the Department of State in the case of dignitaries.

(4) Cannon salutes to officers and officials of lower grade or higher will be rendered on official visit if requested (par. 12). Salutes to officials of lesser grade will not be fired as a compliment to the same person more than once a year, unless in the meantime such person has advanced in grade.

(5) When the cannon salute is an integral part of a ceremony, ruffles and flourishes, and appropriate music, the firing battery will be coordinated so that the salute is fired simultaneously with the music. Military personnel being saluted will stand at attention. Civilian personnel in the ceremonial party will render the salute during the playing and firing. Civilian personnel honored and other civilians in the ceremonial party will stand at attention. Troops in formation will stand at attention while the salute is being fired and the music is being played. Other military personnel, except those in the vicinity of the ceremonial party will stand at attention and render the salute. Civilian personnel in civilian attire, in the vicinity of the ceremonial party will stand at attention. Military personnel in the vicinity of the ceremonial party will stand at attention if the national anthem is a part of the ceremony. The headgear with the right hand and hold it with the hand over the heart, or, if no headgear is worn, with the hand over the heart.

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troops. Police or special forces may be assigned to clear march, and the grand marshal and his staff should lead the

asions when troops of more than one foreign nation participate in order of precedence as between them will be decided by the marshal as may seem most appropriate. The normal precedence is as follows:

When the parade of ceremony is in honor of a particular nation, for example, a celebration of a national holiday of that nation, the troops thereof should be assigned a position in the line ahead of all others.

On occasions other than those in (1) above, assignments may be made by the relative grades of the commanders of the units from which parade detachments are drawn. In cases where this method is not readily applicable, precedence may be fixed by—

Relative grades of the commanders of the parade detachments, or  
Alphabetical order in the English language of the names of the nations concerned.

**Retirement ceremonies.** Military personnel being retired for faithful service will be given appropriate recognition on their retirement to include parades, ceremonies, or functions. Official notice of the retirement of personnel may be made in Department of the Army Special Orders. Commanders may issue separate general orders citing in brief each person retired from the Army after completion of 20 years of military service. It is especially important that Army hospitals, where these personnel may be undergoing physical examination for the purpose of being procured physical disability retirement, advise the appropriate commanders of those in this category so that such arrangements can be made. Maximum publicity will be given any such ceremonies.

#### SECTION IV

#### DEATHS AND FUNERALS

1. Action will be taken to render the honors prescribed immediately upon receipt of official notice or information through radio, television, or other news media, of the person entitled to such honors. At joint installations or procedures prescribed by the responsible military command will be executed uniformly by all United States military units

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**19. Announcement of death.** Official notice of the death of the following persons and such others as may be designated by the Secretary or Acting Secretary of the Army will be given by Headquarters, Department of the Army General Staff:

- a. The President, ex-President, or President-elect.
- b. The Vice President of the United States.
- c. Secretary, Deputy Secretary, or former Secretary of the Army.
- d. Chairman of the Joint Chiefs of Staff.
- e. Chief of Staff, United States Army.
- f. General of the Army.

**20. Notice of death of President, ex-President, or President-elect.**

a. On the day after receipt of notice of the death of the President, ex-President, or President-elect of the United States, this day falls upon a Sunday or holiday, in which case the day will be rendered on the day following the Sunday. Commanding officers of all Army installations where necessary personnel and materiel will require the

- (1) One gun to be fired every half-hour, beginning at noon and ending at retreat.
- (2) All troops at Army installations and the United States Military Academy to be paraded in accordance with the official order announcing the death of the President.

b. On the day of the funeral, a 21-minute gun salute will be fired at noon at all military installations equipped with personnel and materiel, and a number of guns of States in the Union will be fired at the close of the day.

c. If the remains are removed from the immediate place of death, all troops along the route of the funeral will be paraded to render appropriate honors.

**21. Notice of death of the Vice President.**  
Upon receipt of notice of the death of the Vice President of the United States, unless this day falls upon a Sunday or holiday, the honors will be rendered on the day after the death. Commanding officers at all installations equipped with personnel and materiel will cause a 19-minute gun salute to be fired at noon.

d. On the day of the funeral, a 19-minute gun salute will be fired at noon at all installations equipped with the necessary materiel.

e. If the remains are removed from the immediate place of death, all troops along the route of the funeral will be paraded to render appropriate honors.

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all troops along the route of the funeral train will be given appropriate honors.

Secretary of Defense, the Secretary of the Army, or Secretary of Defense, the same honors will be rendered appropriate.

death of any other person who was entitled to a salute, except the exception of those persons specifically provided for in 20, 21, and 2 above, and whenever it is desired to honor more persons than those prescribed, the order announcing the specific. The number of guns to which the official or person entitled as a salute will be fired at noon on the day of the official notice of death, unless this day falls on a Sunday, in which case the honors will be rendered on the Monday or holiday, and again at noon on the day of

of general officer. a. Orders announcing the death of an officer on the active or retired list will specify the installations at which cannon salutes will be fired. A minute salute to the number of rounds to which the officer was entitled will be fired at noon on the day after receipt of the order. This day falls on a Sunday or holiday, in which case the salute will be rendered on the day after the Sunday or holiday. b. The funeral of a general officer on the active or retired list will be accompanied by a cannon salute takes place at or near a military installation. A minute gun salute equal to the number of rounds to which the officer was entitled (par. 11) will be fired at noon on the day after the funeral.

y after the remains have been lowered into the grave  
n of the benediction), a cannon salute corresponding  
he deceased (par. 11) will be fired, followed by three  
ry, guns firing simultaneously, or three volleys of

of a flag officer or general officer brought ashore. If a flag officer of the Navy or a general officer is in the vicinity of a military installation, the flag will be flown at half-staff and a minute gun salute will be fired on the day of the funeral, provided the funeral takes place at the installation.

of guns will be that to which the officer was en-  
(par. 11).

f civil functionary. a. In the case of the funeral at any installation of a civil functionary who was en-

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titled to a cannon salute, the flag will be displayed and a minute gun salute will be fired at noon on the funeral.

b. The number of guns will be that to which it was entitled as a salute (par. 11).

**26. National flag at half-staff. a. Death of President, or President-elect.** On the death of such person, flag will be flown at half-staff on all installations, vessels of the Department of the Army in the District and throughout the United States and its Territories during prescribed hours for 30 days from death. The flag will also be flown at half-staff for all United States embassies, legations, and other facilities including all military facilities and naval vessels and

b. *Death of Vice President, the Chief Justice or Justice of the United States, or the Speaker of the representatives.* On the death of such person, the nation flown at half-staff on all installations, activities, and Department of the Army in the District of Columbia out the United States and its Territories and possessions prescribed hours for 10 days from date of death.

c. Death of an Associate Justice of the Supreme Court; the Secretary of the Army, the Navy, the Air Force, the Chairman of the Joint Chiefs of Staff, the Chairman of the Joint Chiefs of Staff, the United States Army; or a General of the death of such person, the national flag will be flown at half-staff on all installations, activities, and vessels of the Army in the District of Columbia and through States and its Territories and possessions, during the day of death until retreat on the day

d. *Death of a United States Senator, Representative, Delegate, or the Resident Commissioner from the Territory of Puerto Rico.* On the death of such person, there will be flown at half-staff on all installations and in the Department of the Army in the metropolitan area of Columbia on the day of death and on the following day. There will also be flown at half-staff on all installations in the Department of the Army in the State, District, Territory or Commonwealth of such Senator, Delegate, or Commissioner, respectively, during the period from the day of death until retreat on the day following the day of death.

e. *Death of the Governor of a State, Territory*

**WAGO STATE**

of such person, the national flag will be flown at all installations and activities of the Department of such State, Territory, or possession, during prescribed day of death until retreat on the day of inter-

*officer.* On the death of an officer on the active or of the Army at a military installation, except as pro- vided, the national flag will be displayed at half-staff between reveille and retreat, except that on the day of death the flag will be hoisted to the top after the last salute has been fired over the grave; or, if the remains are not removed from the installation, until they are removed therefrom.

*of warrant officer or enlisted person.* During the death of a warrant officer or an enlisted person, either in an active or reserve status, at a military installation, the national flag will be displayed at half-staff. It will be hoisted to the top after the last salute is fired over the grave, or, if the remains are not removed from the installation, after they have been removed therefrom.

*of other officials.* In the event of the death of other officials, or foreign dignitaries, the national flag will be displayed at half-staff in accordance with such orders or instructions issued by or at the direction of the President, or in accordance with recognized customs or practices not inconsistent with law. *at burial site.* As an exception to the provisions of this article, flags flown at the place of burial will be hoisted to the top after the last salvo or volley is fired over the grave.

*escorts.* a. A funeral escort will be formed and prescribed in FM 22-5 and DA Pamphlet 21-39.

*composition and commander of the funeral escort for the President, Vice President, Secretary of Defense, Secretary of the Army, Deputy Secretary of Defense, Chairman of the Joint Chiefs of Staff, Chief of Staff, and General of the Army will be determined by the Secretary of the Army or the Acting Secretary of the Army.*

*escorts of other officers will be officers of the same grade as the deceased or of a higher grade or, if none such be available, by the commanding officer.*

*composition and commander of the funeral escort for a cadet of the United States Military Academy will be as prescribed by the regulations of the United States Military Academy when death or funeral occurs at West Point. When death or the funeral occurs elsewhere, the composition and commander of the escort will be as that for a lieutenant.*

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*e. Funeral escorts for warrant officers will be composed of one or more than one noncommissioned officer through E-9 by a noncommissioned officer of equal or higher grade than the deceased; or, if none be available, by the commanding officer.*

*f. The composition of funeral escorts of honor is as follows: those listed in b above is discretionary with the commanding officer. The following composition is furnished for guidance and may be changed locally, as appropriate:*

- |                                                                   |                                                                                                                                                                                                        |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) 5-star General.....                                           | 10 companies plus a firing squad (inferred). Such companies will be furnished by any of the following (including the U.S. Army, Navy, Marine Corps, Air Force, Coast Guard, and the women's services). |
| (2) 4-star General.....                                           | 4 companies from the same service plus a band.                                                                                                                                                         |
| (3) 3-star General through full Colonel.                          | 1 company (normally with band).                                                                                                                                                                        |
| (4) Lieutenant Colonel through Warrant Officer (includes cadets). | 1 platoon with band.                                                                                                                                                                                   |
| (5) All Enlisted Personnel.                                       | Firing squad of 7; 6 bugles.                                                                                                                                                                           |

*g. In the event the deceased was a member of the Army, Navy, Marine Corps, or Air Force, the funeral escort will be composed of eight members of the same service as the deceased, if practicable, by the commanding officer when requested by the family of the deceased or the next of kin.*

*23. Pallbearers.* a. For funerals occurring on active duty, pallbearers will be selected as requested by the family of the deceased or its representative, if present; otherwise, by the commanding officer.

*b. The decision as to selecting honorary pallbearers will be as requested by the family of the deceased or its representative, if present; otherwise, by the commanding officer.*

*29. Conduct of military funerals.* a. Military funerals will be conducted in accordance with FM 22-5 and DA Pamphlet 21-39.

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provided that such firing squad can be furnished without interfering with the duties of the men composing it, and without expense to them or to the Government, except in the use of available transportation, and provided further that such firing squad cannot be provided by a veterans' or patriotic organization. Recognized veterans' and patriotic organizations, such as the American Legion and the Veterans of Foreign Wars, may obtain cartridge, caliber .30, blank, M1898 (Krag), and cartridge, caliber .30, blank, M1908, for use by firing squads for funeral ceremonies and authorized ceremonials. Availability of blank ammunition for this purpose is confined to the calibers referred to above.

[AG 335.2 (25 Nov 58) AGAO]

By Order of *Walter M. Brucker*, Secretary of the Army:

MAXWELL D. TAYLOR,  
*General, United States Army,*  
*Chief of Staff.*

Official:

R. V. LEE,  
*Major General, United States Army,*  
*The Adjutant General.*

Distribution:

*Active Army, NG, and USAR: A.*

To be distributed as needed to all units and headquarters down to and including companies and batteries and to units and headquarters of comparable size.

TAGO 5707B

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2303. Authority for Disposition with Honor.

The honor of disposition prescribed in these regulations may be bestowed only if recommended by the Secretary of the Navy, and the recommendation is subject to such honors as may be prescribed.

2304. Disposition with Honor of Government.

Disposition with Honor of Government of any vessel or of any property owned by the Government of the United States shall be subject to the Government of the United States and shall be subject to the Secretary of the Navy in the honor of disposition prescribed in these regulations. Disposition with Honor of Government shall be subject to such honors as may be prescribed.

2305. Disposition with Honor of Government.

Disposition with Honor of Government of any vessel or of any property owned by the Government of the United States shall be subject to the Government of the United States and shall be subject to the Secretary of the Navy in the honor of disposition prescribed in these regulations. Disposition with Honor of Government shall be subject to such honors as may be prescribed.

Article 2

2306. "Hail to the Chief."

1. The traditional naval salute "Hail to the Chief" is designated as a salute to the President of the United States, and as such will not be performed by naval bands on a salute to other officials. The same honor as accorded during parades of the National Anthem or "To the Colors" will be given to "Hail to the Chief" by naval personnel.

2. When performed by naval bands, parades of "Hail to the Chief" shall be as prescribed in the official U.S. Navy regulations.

\* Derived from U.S. Navy Regulations, Chapter 21  
Honor and Ceremonies

2114. Saluting Ships and Stations

Saluting ships and stations of the naval service are those designated as such by the Secretary of the Navy or his duly authorized representative. The gun salutes prescribed in these regulations shall be fired by such ships and stations. Other ships and stations shall not fire gun salutes, unless directed to do so by the senior officer present on exceptional occasions when courtesy requires.

2115. Gun Salutes to the Flag of the President or Secretary of State.

1. A 21-gun salute shall be fired to the flag of the President:

(a) By each ship falling in with a ship displaying such flag, arriving at a place where such flag is displayed ashore, or present when such flag is broken.

(b) By a naval station when a ship displaying such flag arrives at the naval station, or when such flag is broken by a ship present.

(c) By a flag or general officer answering command or, while in command, breaking the flag of an increased grade, in the presence of a ship or naval station displaying the flag of the President.

2. Under the circumstances prescribed by this article, a 19-gun salute shall be fired to the flag of the Secretary of State when he is acting as special foreign representative of the President.

2117. Gun Salute to a Foreign Nation.

1. When a ship enters a port of a foreign nation, the government of which is formally recognized by the Government of the United States, she shall fire a salute of 21 guns to that nation unless:

(a) There is present no saluting battery or warship of that nation capable of returning the salute.

(b) The ship is returning from a temporary absence from port, when, by agreement with local authorities, the salute may be dispensed with.

2. When a ship is passing through the territorial waters of a foreign nation with no intention of anchoring therein, the salute to the nation need not be fired unless unusual circumstances make it desirable to do so.



2. In the circumstances set forth in this article, only the flag or standard of the senior dignity of each nation shall be saluted.

#### 1131. Return of Salute at Sea.

Whenever practicable, an official or officer to be saluted shall be notified of the salute and the time that it is to be fired.

#### 1132. Procedures During a Gun Salute.

1. The saluted instrument guns in salute normally shall be fired evenly.

2. During the gun salute, persons on the quarter-deck, or in the ceremonial party if shown, shall render the hand salute; others present on board, or in the vicinity of the decorated party if shown, shall stand at attention.

3. Officers being saluted shall render the hand salute during the firing of the gun salute.

4. The boat or platform in which a person being saluted is situated shall be stopped, if practicable to do so, during the firing of the gun salute.

#### 1133. Rendering Gun Salutes.

1. The following rules shall be observed by United States ships and stations:

(a) A salute fired to the nation by a foreign ship arriving in port shall be returned gun for gun.

(b) A salute fired to a flag or general officer by a foreign ship or station shall be returned gun for gun.

(c) A salute fired in honor of the President of the United States, or of the Secretary of State when acting as special representative of the President, shall not be returned.

(d) A salute fired in honor of any official or officer on the occasion of an official visit or inspection shall not be returned.

(e) A salute fired by his flagship or headquarters in honor of a flag or general officer shall not be returned.

(f) A salute fired in honor of an anniversary, celebration, or ceremony shall not be returned.

(g) Subject to the provisions of this article, a salute fired in honor of a United States officer or official shall be returned with the number of guns specified for the grade of the flag or general officer rendering the salute, or, if not a flag or general officer, with seven guns.

2. No salute shots may be expected in the case of a salute fired by a United States ship or station in honor of a foreign sovereign, head of state, member of a reigning royal family, or special representative of a head of state, or on the occasion of a foreign anniversary, celebration, or anniversary, or on the occasion of an official visit; otherwise a salute fired in honor of a foreign nation, or of a foreign official or officer, may be expected to be returned gun for gun.

#### 2126. Restrictions on Gun Salutes.

1. In the presence of the President of the United States, or the president, sovereign, or a member of the reigning royal family of a foreign nation, no gun salute which may be prescribed elsewhere in these regulations shall be fired to any other official of lower rank of that nation.

2. When two or more officials or officers, each entitled to a gun salute, make an official visit in company to a ship or station, only the senior shall be saluted. If they arrive or depart at different times, each shall be rendered the gun salute to which he is entitled.

3. Salutes shall not be fired in ports or locations where they are forbidden by local regulations.

4. No official or officer, United States or foreign, except those entitled to 17 or more guns, shall be saluted by the same ship or station more than once in twelve months unless, and subject to the other provisions of these regulations, such official or officer has been advanced in grade, takes an official visit or inspection, or is on special duty in which international courtesy is involved or exceptional circumstances exist; in which latter case the commanding officer, in the absence of instructions, shall exercise his discretion.

5. No officer, except a flag or general officer, shall be saluted with guns except in return for a gun salute rendered by him.

6. No officer of the armed services, while in civilian clothes, shall be saluted with guns, unless such officer is at the time acting in an official civil capacity.

7. No salute shall be fired between sunset and sunrise; and except when international courtesy requires, no salute shall be fired before 0800, or on Sunday. Subject to the provisions of this paragraph, a gun salute in honor of an official or officer who arrives before 0800 shall be fired at 0800: Provided, That if the day is Sunday the salute shall be fired on Monday: And further provided, That the salute shall not be fired if the official or officer

has departed unscathed. In case of a gun salute at 0000, the first gun of the salute shall be fired immediately upon the completion of Morning Colors or the last note of the last national anthem.

#### Section 5

##### 2033. Passing Honors to Foreign Dignitaries and Warships.

1. The honors prescribed for the President of the United States shall be rendered by a ship of the Navy being passed close aboard by a ship or boat displaying the flag or standard of a foreign president, sovereign, or member of a reigning royal family, except that the foreign national anthem shall be played in lieu of the National Anthem of the United States.

2. Passing honors shall be exchanged with foreign warships passed close aboard and shall consist of parading the guard of the day, answering "Attention", rendering the salute by all persons in view on deck, and playing the foreign national anthem.

##### 2133. Dispensing with Passing Honors.

1. Passing honors shall not be rendered after sunset or before 0600 except when international courtesy requires.

2. Passing honors shall not be exchanged between ships of the Navy engaged in tactical evolutions outside port.

3. The senior officer present may direct that passing honors be dispensed with in whole or in part.

## Section 6

### 2141. Tables of Honors for Official Visits of Foreign Officials and Officers.

Except as modified or dispensed with by these regulations, the honors prescribed in this table shall be rendered by a ship or station on the occasion of the official visit of the following foreign officials and officers (ashore, the single gun salute, when prescribed below, shall be fired on arrival instead of on departure):

(SEE ATTACHED SHEET FOR TABLE)

### 2143. Official Visits to the President and to Civil Officials of the Navy.

When the President, the Secretary of Defense, Deputy Secretary of Defense, the Secretary of the Navy, an Assistant Secretary of Defense, the Under Secretary of the Navy, or an Assistant Secretary of the Navy, away from the seat of government, arrives in the vicinity of a naval command, the senior officer present shall, if practicable and appropriate, pay him an official visit. Such visit ordinarily is not returned.

### 2151. Procedure for Official Visits.

1. The honors prescribed for an official visit shall be rendered on arrival as follows:

(a) When the rail is manned, men shall be uniformly spaced at the rail on each weather deck, facing outboard.

(b) "Attention" shall be sounded as the visitor's boat or vehicle approaches the ship.

(c) If a gun salute is prescribed on arrival, it shall be fired as the visitor approaches and is still clear of the side. The prescribed flag or pennant shall be broken on the visited ship on the first gun and hauled down on the last gun except where prescribed in the Table of Honors for the duration of the visit. Other ships firing a concurrent salute shall on the last gun haul down the flag or pennant displayed in honor of the visitor. If the ship being visited is moored to a pier in such a position that it is not practicable to render the gun salute prior to the arrival on board, the salute shall be rendered, provided local regulations do not forbid gun salutes, after the official has arrived on board and the commanding officer has assured himself that the official and his party are moved to a position in the ship that is well clear of the saluting battery.

Official or officer	Uniform	QUARTER		Tide and flow before	Maid	Guard	Crew	What	Where
		Arrival	Departure						
President or sovereign	Full dress.	21	21	4	Foreign national on shore.	Full	8	in rail.	Foreign assign.
Member of cabinet or royal family.	do	21	21	4	do	do	8	do	do
Prime Minister or other cabinet officer.	do	19	19	4	Admiral's rank.	do	8	do	Fore track
Officer of armed forces, diplomatic or consular representative in country to which accredited, or other distinguished official.									
Official not herein provided for.									

Boats as prescribed by the senior officer present; such honors normally those accorded the foreign official when visiting officially a ship of his nation, but a gun salute, if prescribed, shall not exceed 19 guns.



(d) The boat or vehicle shall be piped as it comes alongside.

(e) The visitor shall be piped over the side, and all persons on the quarter-deck shall salute and the guard shall present arms until the termination of the pipe, flourishes, music, or gun salute, whichever shall be the last rendered. If the gun salute is not prescribed on arrival and a flag or pennant is to be displayed during the visit, it shall be broken at the start of the pipe.

(f) The piping of the side, the ruffles and flourishes, and the music shall be rendered in the order named. In the absence of a band, "To the Colors" shall be sounded by a bugle in lieu of the national anthem, when required.

(g) The visitor, if entitled to 11 guns or more, shall be invited to inspect the guard upon completion of such honors as may be rendered. If the guard consists of the United States Marines, the band shall, during this inspection of the Marine Guard, play "The Marines' Hymn".

2. The honors prescribed for an official visit shall be rendered on departure as follows:

(a) The rail shall be manned, if required.

(b) "Attention" shall be sounded as the visitor arrives on the quarter-deck.

(c) At the end of leave taking, the guard shall present arms, all persons on the quarter-deck shall salute, and the ruffles and flourishes, followed by the music, shall be rendered. As the visitor enters the line of side boys, he shall be piped over the side. The salute and present arms shall be terminated with the pipe; and, unless a gun salute is to be fired, a flag or pennant displayed in honor of the visitor shall be hauled down.

(d) The boat or vehicle shall be piped away from the side.

(e) If a gun salute is prescribed on departure, it shall be fired when the visitor is clear of the side and the flag or pennant displayed in honor of the visitor shall be hauled down with the last gun of the salute.

3. The same honors and ceremonies as for an official visit to a ship of the Navy shall be rendered, insofar as practicable and appropriate, on the occasion of an official visit to a naval station.

2161. Marchal Tissue to the President of the United States.

1. If, in the course of any ceremony, it is required that honors involving musical tribute to the President of the United States be performed more than one time, "Hail to the Chief" may be used interchangeably with the National Anthem as honors to the President of the United States.

2. When specified by the President of the United States, the Secretary of State, the Chief of the Secret Service, or their authorized representatives, "Hail to the Chief" may be used as an opportunity for the President and his immediate party to move to or from their places while all others stand fast.

Section 3

2162. Display of a Personal Flag or Command Pennant when a National Ensign is at Masthead.

1. The President's Flag, if displayed at a masthead where a national ensign is required to be displayed during an official visit or during periods of dressing or full-dressing ship, shall remain at that masthead to port of the United States national ensign and to starboard of a foreign national ensign.

2. Except as provided above, a personal flag or command pennant shall not be displayed at the same masthead with a national ensign, but shall:

(a) During a gun salute, be lowered clear of the ensign.

(b) During an official visit, be shifted to the starboard yardarm in a single-masted ship and to the fore truck in a two-masted ship.

(c) During periods of dressing or full-dressing ship:

(1) If displayed from the fore truck or from the masthead of a single-masted ship, be shifted to the starboard yardarm.

(2) If displayed from the main truck, be shifted to the fore truck in lieu of the national ensign at that mast.

(3) If displayed from the after truck of a ship with more than two masts, remain at the after truck in lieu of the national ensign at that mast.

2078. Flags of Civil Officials in Boats.

A flag shall be displayed in the bow of a boat in the naval service whenever a United States civil official is embarked on an official occasion, as follows:

1. A union jack for:

(a) A diplomatic representative of or above the rank of charge d'affaires, within the waters of the country to which he is accredited.

(b) A governor general or governor commissioned as such by the President, within the area under his jurisdiction.

2. The country flag for a consular representative.

3. The personal or personal flag for other civil officials when such officials are entitled to the display of a personal flag during an official visit.

2079. For Design and Manner of Display for Boats.

1. A boat regularly assigned to an officer for his personal use shall carry design on each bow as follows:

(a) For a flag or general officer, the stars as arranged in his flag.

(b) For a unit commander not a flag officer, a replica of his command pennant.

(c) For a commanding officer, or a chief of staff not a flag officer, as shown.

2. Staffs for the design, and for the personal flag or pennant in a boat assigned to the personal use of a flag or general officer, unit commander, chief of staff, or commanding officer, or in which a civil official is embarked, shall be fitted at the peak with devices as follows:

(a) A spread eagle: For an official or officer whose official salute is 19 or more guns.

(b) A ballhead:

(1) For a flag or general officer whose official salute is less than 19 guns.

(2) For a civil official whose official salute is 11 or more guns but less than 19 guns.

(c) A ball:

(1) For an officer of the grade, or relative grade, of captain in the Navy.

(2) For a senior minister, a counselor or first secretary of embassy or legation, or a consul.

(d) A star: For an officer of the grade, or relative grade, of commander in the Navy.

(e) A flat truck:

(1) For an officer below the grade, or relative grade, of commander in the Navy.

(2) For a civil official not listed above, and for when honors are prescribed for an official visit.

AIR FORCE REGULATION  
NO. 900-6ADEPARTMENT OF THE AIR FORCE  
Washington, 19 August 1959

## Honors and Ceremonies

## HONORS AND CEREMONIES ACCORDED DISTINGUISHED VISITORS

AFR 900-6, 24 July 1958, is changed as follows:

Make the following change by pen and ink:      major generals, rear admirals (upper half),  
On page 6, in the Table of Honors, for      change the number of ruffles and flourishes  
from 1 to 2.

BY ORDER OF THE SECRETARY OF THE AIR FORCE:

OFFICIAL:

THOMAS D. WHITE  
*Chief of Staff*J. L. TARR  
*Colonel, USAF*  
*Director of Administrative Services*

DISTRIBUTION: 8

## Honors and Ceremonies

### HONORS AND CEREMONIES ACCORDED DISTINGUISHED VISITORS

*This regulation prescribes the honors and ceremonies that will be accorded distinguished visitors at Air Force installations, indicates the persons entitled to such honors, when the honors will be accorded, and where the ceremonies may be held. It implements DOD Directive 1005.10, 29 May 1959, and Change 1, 3 June 1959 (copies not available from Headquarters USAF, except as authorized in paragraph 10, AFR 5-5, 1 October 1958).*

	Paragraph
What the Term "Distinguished Visitor" Includes.....	1
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Personages Entitled to Honors.....	3
When Honors Will Be Accorded.....	4
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**1. What the Term "Distinguished Visitor" Includes.** The term "distinguished visitor" refers to a person designated in the Table of Honors (see paragraph 10). Except as the Chief of Staff, USAF, may specifically direct, this regulation does not apply to a civil service employee.

**2. Policy on Ceremonial Honors.** The honors and ceremonies prescribed in this regulation are designed for greeting all distinguished visitors when they arrive at Air Force installations and are accorded to some when they depart. These honors do not bar additional or subsequent ceremonies, such as reviews or parades.

a. In general, honors and ceremonies are reserved for the President, Vice President, statutory appointees and general or flag officers of the United States military establishment, for foreign dignitaries, and for occasions when ceremonies promote international goodwill. In the interest of economy and efficiency, ceremonies, such as parades, guard mounts, and motorcades, involving large numbers of men and equipment, will be held to an absolute minimum.

b. When a member of the Air Force entitled to ceremonial honors is preparing for an official visit to an installation, he will notify the installation commander. Such notification will include adequate advance notice, the general purpose of the visit, and particular items or areas

of interest to the visitor. The visitor will also notify the commander that ceremonies will be dispensed with unless, for compelling reasons, they are desirable. Visitors are encouraged to decline routine honors unless the ceremony serves a useful purpose. Officials of the Department of Defense and of the other military departments may be expected to conform to this practice.

c. A commander who receives a request to omit ceremonies will comply with the request unless special local circumstances indicate that ceremonies should be held, in which case he will so advise the visitor. If, however, the notification omits a request to dispense with ceremonies, the commander will accord the visitor the honors prescribed in this regulation.

d. An aide or duty officer will be present to greet a visiting official at the airport, pier, or railway terminal at which the official is scheduled to arrive. When honors are not prescribed, the visitor will be escorted to the commander's headquarters to be welcomed and to conduct official business.

e. Commanders will not construe this regulation as discouraging formal welcoming ceremonies when the appropriate authority plans them for specific objects and purposes, such as improving morale or maintaining national prestige. Likewise, this directive should not be construed as minimizing regulation protocol within the military chain of command.

\*This regulation supersedes AFRs 900-6, 29 August 1957, and 900-6A, 5 December 1957.

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Air Force installation regardless of the day or hour.

b. Except for the President, honors will not be accorded between retreat and reveille, on Sundays, or on national holidays (except Armed Forces and Independence Days), unless the officer directing the honors believes the occasion requires an exception. If a distinguished visitor so desires, he will be honored at the first available opportunity thereafter.

c. When two or more persons entitled to honors arrive at or depart from an installation at the same time, only the senior will receive honors. If they arrive or depart successively, honors will be paid to each in turn, except that a senior will be notified before the installation accords honors to a junior.

d. Any official or officer holding two or more positions (civil or military), any one of which entitles him to honors, will receive only the honors due the highest grade. In no event will the same person be honored in more than one capacity.

**5. Where Ceremonies May Be Held.** Ceremonies may be held at any assembly area, but arrangement of distances and timing must reflect dignity and a sense of protocol. The same ceremonies may be used when the visitor arrives by means other than airplane. If facilities are limited, such honors as are possible will be accorded. The site of the ceremonies will be controlled to avoid disturbance by intrusion of spectators.

#### **6. Composition of the Honor Formation:**

a. The honor formation consists of:

- (1) The honor flight commander.
- (2) The honor flight airmen (see paragraph 10).
- (3) The color guard (see AFM 50-14).
- (4) The band, if available. Recorded music of the USAF band may be used.
- (5) Additional flights in line with the band. (See attachment 1 which shows the honor formation for the President. The installation commander may use additional flights on other special occasions.)

b. Members of the honor formation will be selected for their alertness, dress, and military bearing. Trustworthiness is essential. Adequate precautions will be taken to make sure that the persons selected are of unquestioned loyalty and character. It is important that the airmen in

service cap a white gloves, white aiguille ribbons deno awards. The Color guards honor forma carry .45 ca and lanyards

c. The r stallation co and, if necess personnel to bers of the participate in the honor for nel may act any necessar When appro be invited to welcoming th

#### **7. Ceremonies for Visitors:**

a. The in ceiving party designated poi honor flight w men in the pr facing one and This aisle wi away from th commander a posts. The h himself 5 pac airmen. The interval center commander. centered 4 pa When additio used for the special occasi considers appa line with and attachment 1. of not more th formation, ex prising the ho point of arriv portation.

b. When of transporta position so th when he mal transportation will call the f lation comma

to a point in front of the honor flight commander and between him and the aisle of airmen. The honor flight commander will command "Present Arms." Only the honor formation will salute. On the command "Present Arms," the band or recorded music will play inspection music or a march. (See footnotes 2 and 3 to the Table of Honors.) Members of the dignitary's party receiving honors with him will be escorted through the aisle of airmen to their staff cars. After the last of the staff cars departs from the vicinity, the formation will return to the order upon command by the honor flight commander when the music has stopped. The honor flight commander will then dismiss the formation.

### 8. Ceremony on Departure of a Distinguished Visitor:

a. The ceremony on departure of a distinguished visitor entitled to such honors is substantially the same as the ceremony on arrival, but in reverse. The honor formation is identical. (See footnotes 1 and 6 to the Table of Honors.) The ceremony may be modified if a visitor departs from the installation in a type of transportation different from that in which he arrived.

b. The ceremony described in this paragraph is one for a distinguished visitor entitled to such honors whose departure is by airplane. The visitor's car is driven to a point in front of the honor flight commander who brings the formation to attention and salutes. The band plays inspection music or a march. The visitor, either accompanied or met by the installation commander, proceeds to the same place at which he received honors on arrival, and both will take the same positions facing the colors. The aide will meanwhile escort members of the visitor's party from their cars to the airplane by a route outside the aisle of honor airmen. The honor flight commander comes to the order and the

music stops. He then commands "Present Arms." The band, or recorded music, plays ruffles and flourishes and the honor formation salutes. The honor formation will not dip the United States flag. See footnotes 2 and 3 to the Table of Honors.

c. Upon conclusion of honors, the installation commander will command, "Flight, Prepare for Inspection." The same inspection procedures prescribed in paragraph 7d will then be followed. After the distinguished visitor has boarded his airplane and bid adieu to the installation, the receiving party will take a position between the aircraft and the honor flight. Where space does not permit, the formation will remain in position. The installation commander should issue the necessary command to reform the honor flight at a suitable point of departure of the aircraft. The closing ranks by the honor airmen. Only the installation commander will salute the visitor's airplane.

d. If the distinguished person is in an automobile, the ceremony as described in this paragraph may be modified as follows:

9. **Position of Staff Cars and Drivers.** Drivers of staff cars and party will not salute during the ceremony. They will remain in their vehicles and face forward. The positions of the staff cars will be upon the location of the ceremony.

10. **Table of Honors.** The Table of Honors will indicate the type of honors to be rendered. The numbers in the second column of the Table of Honors include the honor flight commander and airmen but do not include the band or music used on special occasions.

Table of Honors

Distinguished visitor	Honor flight	Ruffles and flourishes	Music
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Table of Honors—Continued

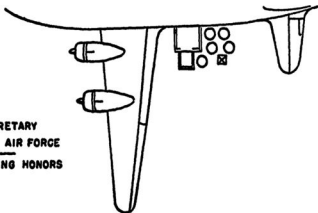
ed visitor	Honor flight	Ruffles and flourishes	Music	Flags
y; Fleet Admiral; Air Force (five-	19 <sup>6 7</sup>	4	Honors March <sup>5</sup>	United States command
of the Cabinet;	17	4	Honors March <sup>5</sup>	United States command
s of the Cabinet; Attorney General	17	4	Honors March <sup>5</sup>	United States command
a of Defense and nsel of the DOD ries of the Army, orce	17 <sup>6 7</sup>	4	Honors March <sup>5</sup>	United States command
mirals (four-star	17 <sup>6 7</sup>	4	Honors March <sup>5</sup>	United States command
es of the Army, orce	17 <sup>6 7</sup>	4	Honors March <sup>5</sup>	United States command
vice admirals	15	3	Honors March <sup>5</sup>	United States command
out of juris-	15	2	Honors March <sup>5</sup>	United States command
rear admirals	13	1	Honors March <sup>5</sup>	United States command
rear admirals adores	11	1	Honors March <sup>5</sup>	United States command
officers	9	1	Honors March <sup>5</sup>	United States





## Diagram of Ceremony for the Secretary of the Air Force

**SECRETARY  
OF THE AIR FORCE  
RECEIVING HONORS**

LEGEND

- SECRETARY
- ⊗ INSTALLATION COMMANDER
- MEMBERS, VIP'S & INSTALLATION STAFF
- ⊠ INSTALLATION AIDE
- + HONOR FLIGHT AIRMEN
- ⊞ COLOR GUARD
- FLAGS
- HONOR FLIGHT COMMANDER

x P P x

BAND

TRANSPORTATION

